



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

June 6, 2007

Dear Parents:

Providing for your child's safety is of the utmost importance to the State Schools for Severely Handicapped. To operate an efficient and safe transportation system for students we need the address where your child is to be picked up and delivered on a daily basis and the names of the responsible people you authorize to receive your child in your absence.

We understand that there is a possibility that an emergency may occur which prohibits the designated individual(s) from being present to receive your child at this address. In such a situation, transportation personnel will leave your child at the designated alternate drop-off location. You are responsible for having on record an established and agreed upon alternate site and identified individuals to receive your child there. You may indicate a second alternate site if you wish.

Changes to regular routes are made only in emergency situations. All sites identified must be on or close to the route traveled by your child's bus. If you wish to name a location which is not on the current route, this must be discussed with the building administrator. State Schools for Severely Handicapped (SSSH) may not be able to accommodate such a request. The agreed upon alternate drop-off site(s) will be given to the transportation personnel, and they will leave your child with one of the designated individuals on your authorized list.

Since we wish to ensure students are released only to authorized persons, the drivers will ask people they do not know to identify themselves prior to releasing a student, so that the driver can ensure the person is on the authorized list.

If a driver determines that no authorized individuals are available at any of the locations indicated, your child will be taken to the designated appropriate local authority (police, juvenile center, DFS, etc.). You will be responsible for picking up your child there.

We know you share our concern for operating an efficient and safe transportation system for your child. To do so, it is imperative we have your cooperation in identifying where your child is to be picked up and dropped off, and who is authorized to receive your child in your absence. This planning ahead will avoid any problems during the school year.

Attached is a form for completion. Return it to the school on or before the first day of the school year. This information is being collected, and this procedure is being implemented, to protect the welfare of students attending SSSH. Please contact your child's building administrator should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Charlie Taylor'.

Charlie Taylor, Superintendent
State Schools for Severely Handicapped
P.O. Box 480
Jefferson City, Missouri 65102-0480
Tel: 573/751-2604 Fax: 573/751-0276